Michigan Department of Education Child and Adult Care Food Program (CACFP)

How to Apply - Centers

The application for the Child and Adult Care Food Program (CACFP) for child and adult day care centers (single site) and sponsors of centers (multiple sites) is web-based.

Step 1: Register with the Contract and Payment Express (C&PE).

Registering with the Office of the State Budget is required to receive payment from the State of Michigan. If your institution is already registered with the C&PE go to Step 2.

- Go to www.michigan.gov/cpexpress on the Internet
- Click on "Go to C&P Express"
- · Click on the "New User" button to register



Step 2: Obtain a Data Universal Numbering System (DUNS) Number.

A DUNS number is required for all recipients of Child Nutrition Program (CNP) funds. A unique nine-digit number is obtained and used to track how federal money is distributed. It may take several days to obtain your number. If your organization does not have a DUNS number or you need to verify whether or not you have a DUNS number:

- Go to <u>www.whitehouse.gov/omb/grants/duns num guide.pdf</u> for instructions
 - Note: the spaces are an "underscore" as in "www.whitehouse.gov/omb/grants/duns(underscore)num (underscore)guide.pdf"
- Once you have obtained your DUNS number, it must be entered into the Education Entity Master (EEM), see below. Once that number has been entered into EEM, it will prefill in your CACFP application on the Sponsor Information page.

STEP 2 MUST BE COMPLETED PRIOR TO BEGINNING STEP 3

Step 3: Create Agency Profile in Education Entity Master (EEM).

Creating a profile in EEM is required in order to access any Michigan Department of Education (MDE) web-based application. Creating a profile is necessary to:

- Generate your agency entity number/agreement number
- Provide grant users access to EEM

A short manual provides directions for **creating** your agency profile. Go to www.michigan.gov/cacfp on the Internet

- Scroll down to "How To Apply"
- Click on "Create Agency Profile" in EEM
- Print or bookmark manual for easy reference

If your agency already has a profile you may need to add a recently acquired DUNS number into EEM. Go to www.michigan.gov/eem to the "Single Sign-on" screen, locate the "Authorized User Login" and follow the instructions.

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Step 3: Create Agency Profile in EEM (con't).



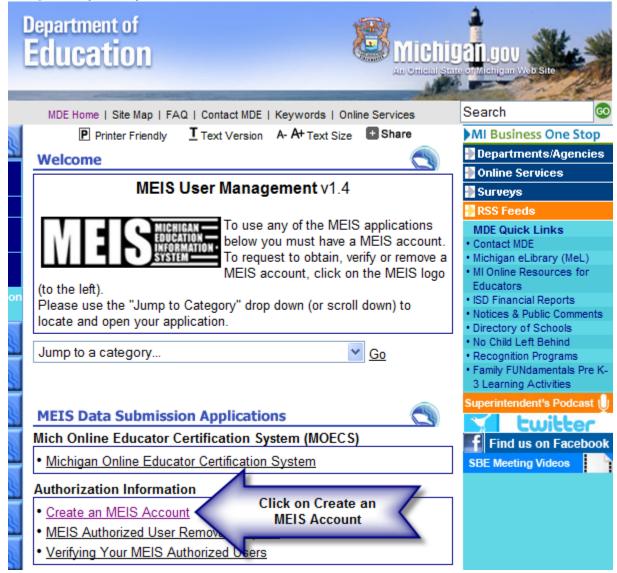
Step 4: Create a Michigan Education Information System (MEIS) account number.

A MEIS account is required to access any Michigan Department of Education (MDE) web-based application. If you already have an MEIS account number go to Step 5.

- Go to www.michigan.gov/meis on the Internet
- Under "Authorization Information" click on "Create an MEIS Account"
- Create your MEIS account number

 Print or write down the MEIS account number, login and password. As with any passwords, keep it secure and do not share your login with others.

Step 4: (con't)

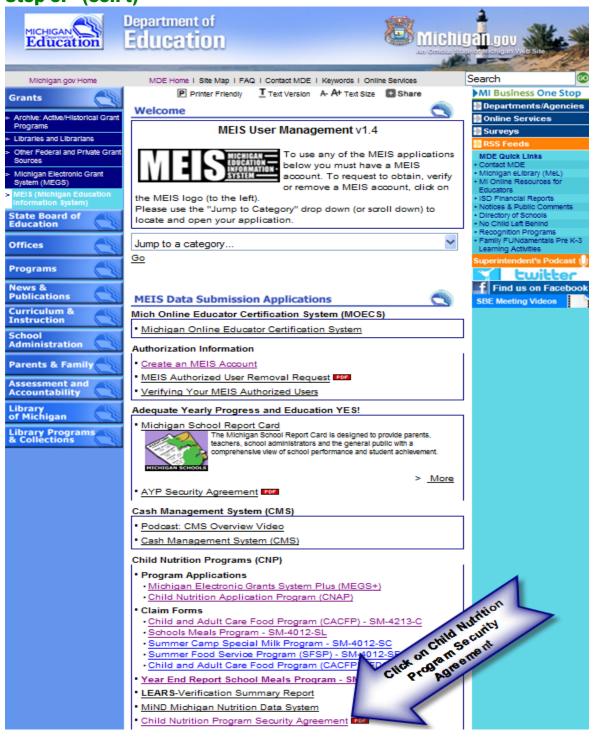


Step 5: Complete and submit a Child Nutrition Security Agreement.

The security agreement is required to gain access to the CACFP application.

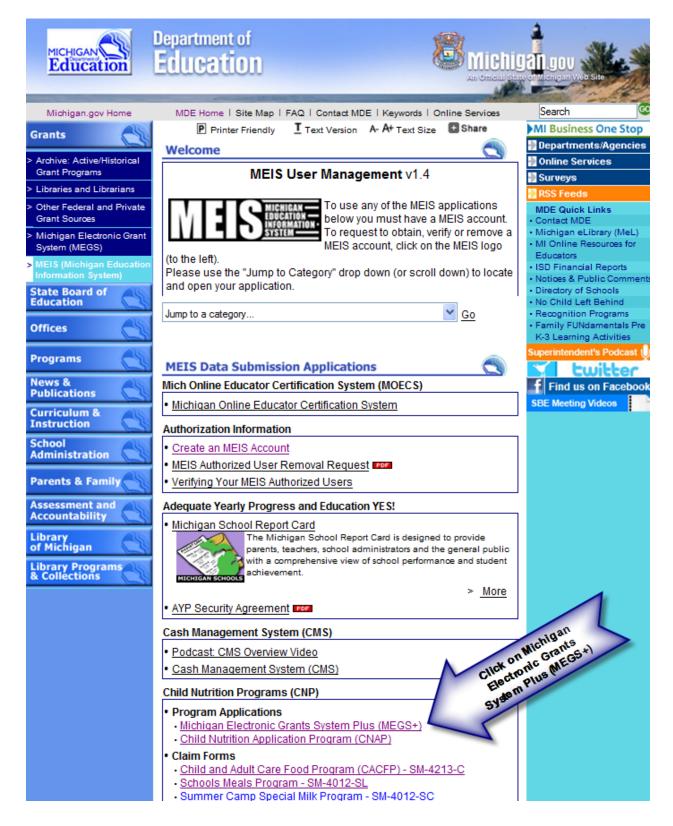
- Go to <u>www.michigan.gov/meis</u> on the Internet
- Under "Child Nutrition Programs" click on "Child Nutrition Program Security Agreement"
- Print a copy of the Security Agreement form
- Complete the agreement and fax to Ruby Zavala at 517-373-4022
- Wait 24 48 hours to allow time to process the agreement

Step 5: (con't)



Step 6: Complete the CACFP Application.

- Go to www.michigan.gov/meis on the Internet
- Click on the "Michigan Electronic Systems Plus (MEGS+)" link
- You may want to place this site in your "favorites" for easy access for submitting monthly claims



Step 6: Complete the CACFP Application (con't).

- Enter your login and password (obtained in Step 5)
- Select the fiscal year for the application under "Start an Application." (Fiscal year starts October 1 and ends September 30)
- Click on "Help" on the "Main Menu" for instructions on how to complete the application
- Complete and submit the application



Approval and Record Keeping Requirements

Upon approval of your application MDE will send a message via e-mail and an approval letter to the address you provided on the application. A member of our staff will contact you to schedule on-site training on CACFP policies and procedures. The actual date to begin claiming reimbursement for meals will be determined at this training. Start keeping records to support meal reimbursement such as:

- Menus
- Meal attendance
- Receipts and invoices for food and food service supplies
- Income Eligibility Statements, if applicable

Record keeping forms are available on the Internet at www.michigan.gov/cacfp. Scroll down to "Forms and Instructions" and click on "Independent Centers and Sponsors of Centers."

Questions?

Contact the CACFP at 517-373-7391 or e-mail at MDE-CNAP-CACFP@michigan.gov